

03 FEB 1982

**EXECUTIVE SECRETARIAT**  
**Routing Slip**

*At 86<sup>b</sup> 3  
LOGGED*

TO:	ACTION	INFO	DATE	INITIAL
1 DCI		X		
2 DDCI		X		
3 D/ICS	X			
4 DD/NFA				
5 DD/A				
6 DD/O				
7 DD/S&T				
8 Chm/NIC				
9 GC				
10 IG				
11 Compt		X		
12 D/EEO				
13 D/Pers				
14 D/OPP				
15 C/EAS/OPP				
16 C/IAS/OPP				
17 AO/DCI				
18 EXDIR		X		
19 D/OEA		X		
20 SA/IA		X		
21				
22				
<b>SUSPENSE</b> _____ Date				

Remarks: To 3: Confirming info passed to you  
 2/1/82. Please note change in time for  
 Saturday's briefing [redacted]  
 attending).

25X1

25X1

25X1

Executive Secretary  
 2 Feb 82

Date

3637 (10-81)

**THE WHITE HOUSE**  
**WASHINGTON**

Executive Report

# CABINET AFFAIRS STAFFING MEMORANDUM

DATE: February 2, 1982 NUMBER: 050148

**DUE BY:** \_\_\_\_\_

DATE: 10/12/82

SUBJECT: Schedule for Briefings on the FY 1983 Budget

	ACTION	FYI		ACTION	FYI	
ALL CABINET MEMBERS	(P)			Baker	<input type="checkbox"/>	<input type="checkbox"/>
Vice President	<input type="checkbox"/>	<input type="checkbox"/>		Deaver	<input type="checkbox"/>	<input type="checkbox"/>
State	<input type="checkbox"/>	<input type="checkbox"/>		Anderson	<input type="checkbox"/>	<input type="checkbox"/>
Treasury	<input type="checkbox"/>	<input type="checkbox"/>		Clark	<input type="checkbox"/>	<input type="checkbox"/>
Defense	<input type="checkbox"/>	<input type="checkbox"/>		Darman ( <i>For WH Staffing</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Attorney General	<input type="checkbox"/>	<input type="checkbox"/>		Jenkins	<input type="checkbox"/>	<input type="checkbox"/>
Interior	<input type="checkbox"/>	<input type="checkbox"/>		Gray	<input type="checkbox"/>	<input type="checkbox"/>
Agriculture	<input type="checkbox"/>	<input type="checkbox"/>		Beal	<input type="checkbox"/>	<input type="checkbox"/>
Commerce	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Labor	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
HHS	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
HUD	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Transportation	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Energy	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Education	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Counsellor	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
OMB	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
CTA	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
UN	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
USTR	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
CEA	<input type="checkbox"/>	<input type="checkbox"/>		CCNRE/Boggs	<input type="checkbox"/>	<input type="checkbox"/>
CEQ	<input type="checkbox"/>	<input type="checkbox"/>		CCHR/Carleson	<input type="checkbox"/>	<input type="checkbox"/>
OSTP	<input type="checkbox"/>	<input type="checkbox"/>		CCCT/Kass	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		CCFA/McClaughray	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		CCEA/Porter	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS: A memorandum setting out the schedule for briefings on the FY 83 budget is attached. This memorandum confirms the schedule telephoned to your office on Monday, February 1.

RETURN TO:

**Craig L. Fuller  
Assistant to the President  
for Cabinet Affairs  
456-2823**

**CONTACT:** Kenneth Cribb, Jr.  
Assistant Director  
Office of Cabinet  
Affairs  
456-2800

THE WHITE HOUSE  
WASHINGTON

February 2, 1982

MEMORANDUM FOR ALL CABINET MEMBERS

FROM: Kenneth Cribb, Jr. *TKC*  
SUBJECT: Schedule for Briefings on the FY 1983 Budget

No Department or Agency should conduct briefings of any kind on the FY 83 Budget prior to Saturday, February 6. The schedule outlined below should be precisely followed.

1. Departmental Press Briefings

No Department or Agency should brief the press prior to 11:30 AM, Saturday, February 6. After that time you are free to hold briefings, provided it is understood and agreed to by all persons being briefed that the information is embargoed until NOON Monday, February 8.

2. Departmental Briefings with Congressional Contacts

No Department or Agency should brief congressional contacts prior to Saturday, February 6. Beginning Saturday morning you are free to hold briefings with appropriate Hill contacts, provided it is understood and agreed to by all persons being briefed that the information is embargoed until NOON Monday, February 8.

3. White House Leadership Briefing -- FYI

The White House is scheduled to brief the Senate and House Republican Leadership Friday evening, February 5, at 6:30 PM, with information embargoed until Noon Monday, February 8.

4. White House Press Briefing -- FYI

The major White House Press Briefing, which will be conducted by Director Stockman, Secretary Regan and Chairman Weidenbaum, is scheduled for 10:00 AM, Saturday, February 6. That briefing will be on the record but embargoed until Noon Monday, February 8.

5. White House and Departmental Staff Briefing

The White House will hold a briefing session for White House staff and Department representatives at 2:15 PM, Saturday, February 6, in Room 450 of the Old Executive Office Building. Each Department may send up to three individuals to that session. Please communicate the names of your representatives to my office (456-2800). Note that the time of the Saturday briefing is now 2:15 PM, not 1:30 PM as originally scheduled.